

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

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| <b>CLASS TITLE:</b> Licensed Practical Nurse I  |   |  |
| <b>TITLE CODE:</b> 2141   | <b>SERIES:</b> Nursing  |  |
| <b>SELECTION METHOD:</b> 100% qualifying  | <b>SALARY: (MIN-MID) \$8.90-\$10.93</b><br><b>GRADE: 10</b><br><b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience. |  |
| <b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Assigned RN, Nurse Supervisor, Nurse Administrator or Director of Nursing |   |  |
| <b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT   |   |  |

### **CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Performs work of a moderate difficulty in the provision of nursing services delegated by a registered nurse or physician to clients in a variety of community settings. The nurse in this classification would receive job specific training of the various assigned health department programs and services. Job duties and responsibilities are carried out in accordance with the Kentucky Board of Nursing Practice Act and Kentucky Department for public health mission, goals and essential services.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** See Special Requirements

**EXPERIENCE:** None

**SUBSTITUTION CLAUSE:** N/A

**EDUCATION:** N/A

**EXPERIENCE:** N/A

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Must have LPN license or LPN provisional license in Kentucky or a compact state.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

Must maintain current LPN licensure in Kentucky or compact state. Must complete required annual updates.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Orients to health department programs and services, including the Core Functions and Essential Services, Interviews clients to address the initial reason for visiting the health department, Conduct basic nursing assessment, describe services that are available and eligibility criteria as appropriate using CCSG service guide, participate in the development and implementation of plan(s) of care based on the health risks identified during the nursing assessment. Provides basic nursing care under supervision to the client based on determined needs, reviews client's medical record for history of provided services and plans of care, gathers pertinent data about the individual and family, participates as a team member, initiates appropriate teaching and demonstration of care for individual clients and families based on nursing assessment with an emphasis on the promotion, maintenance, and restoration of health and self-care, participates in training related to job responsibilities and refers to supervising registered nursing as needed.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is spent primarily inside the clinic or community setting.

### **ADDITIONAL REQUIREMENTS:**

May be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 7/1/07

**DATE OF LAST REVISION:** 07/01/14

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

